



STATE OF WASHINGTON
HIGHER EDUCATION COORDINATING BOARD

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REQUEST FOR PROPOSAL
Gaining Early Awareness and Readiness for Undergraduate Programs
(GEAR UP Program)
Handbook and Lesson Plan Development

Purpose: The Washington Higher Education Coordinating Board (HECB) invites applications to design and develop a parent handbook, a lesson plan for the parent handbook, and lesson plans for two student handbooks for the Washington State Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP).

1. *Getting Ready for College & Careers for Grades 6-8* – Lesson Plan
2. *Getting Ready for College & Careers for Grades 9-12* – Lesson Plan
3. *Getting Ready for College & Careers for Parents* – Handbook
4. *Getting Ready for College & Careers for Parents* – Lesson Plan

Compensation: Total compensation for delivery of one parent handbook and three sets of lesson plans is \$10,000.

Background Information: The Washington State GEAR UP Program currently provides two handbooks for its Scholars Project students in middle school and high school (one for grades 6–8 and one for grades 9–12). The *Getting Ready for College & Careers* handbooks provide comprehensive college and career planning information so students can learn about going to college and choosing a career. Handbooks include information on the middle school and high school courses needed for college enrollment, career planning, and financial aid options. All state GEAR UP students receive the handbooks.

Developing a parent handbook will engage parents and help them encourage and work with their children. Studies have shown that one of the challenges college access programs such as GEAR UP faces is the lack of participation of parents in their children’s education. Many parents are unable to provide support to students in their pursuit of a college education due to lack of information or experience themselves. Currently, GEAR UP has a draft of the parent handbook. The materials need to be updated and the handbook needs to be written in “one voice”. The parent handbook must be written in friendly, easy-to-understand language. We estimate that the parent handbook will be no more than twenty pages and will include photos throughout. Developing the handbook includes text, layout, and working with the state GEAR UP office to get the handbook in print-ready format. The handbook needs to follow a similar outline to the student handbooks.

Lesson plans for the student and parent handbooks will enhance an already very successful tool for students and parents. Providing a lesson plan to go along with the student handbooks will give teachers, counselors, volunteers, and GEAR UP staff an invaluable ready-made guide to use as they work with students. Such an interactive lesson plan will help students to be more focused as they learn about value of college and how to get there. It will also assist staff as they work with students to make them more aware of college options.

How to Submit a Project Proposal:

1. Review the requirements of this RFP.
2. Outline your plan to develop the parent handbook and lesson plans for the three handbooks. Demonstrate your understanding of the requirements.
3. Describe your qualifications for designing and writing the handbook and three lesson plans.
4. Explain how you will meet the deadlines.
5. Include a current resume and three references.

Deadline: Applications are due to the HECB by 5:00 PM December 1, 2006.

Evaluation of Proposal: A committee of the Higher Education Coordinating Board's staff will evaluate all proposals. Proposals will be selected on the basis of completeness, qualifications, and the ability to meet the deadlines. The award will be announced and the selected contractor will begin work on or about December 15, 2006

Proposal Requirements:

1. Explain in detail how you will design a parent handbook.
2. State how you will make sure it is written in friendly, easy-to-understand language.
3. Tell us how you will develop lesson plans that are inclusive of handbook content and parent or grade appropriate.
4. Include a detailed list of lesson plans you have developed in the past (and whether you wrote it alone or as part of a team). Include samples of lesson plans that you've developed (copies only as they cannot be returned). If you do not have lesson plans, include samples of your writing of similar materials for students and parents.

Project Timeline:

December 15, 2006 – Contract awarded; pre-work meeting with the state GEAR UP staff scheduled.

March 2, 2007 – first drafts of parent handbook and lesson plans for three handbooks delivered to HECB.

March 30, 2007 – completed parent handbook and lesson plans for three handbooks delivered to HECB for final review.

April 20, 2007 – deliver final materials to HECB.

Format: Limit – five pages.

A page is defined as 8.5" x 11" single-sided, with 1" margins at the top, bottom, and both sides. Use a font that is 12-point or larger.

Submit the completed application to:

Susan St. George, Program Associate
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Washington State GEAR UP Program: GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a federally-funded program created to help low-income, disadvantaged students prepare for and succeed in college.

The HECB has administered the GEAR UP program since 1999. The current grant performance period began September 2005 and continues through August 2011. The GEAR UP program has many components. This RFP is for a handbook and lesson plans for the Scholars Project which provides direct services to students.

As part of the Washington State GEAR UP Program's grant, the GEAR UP Scholars Project provides comprehensive academic services and support to over 1,000 low-income students who began the program in seventh grade. We will follow them through high school graduation. Students were selected from communities across the state with high free/reduced lunch rates or Title I schools, with priority given to schools not meeting the No Child Left Behind standards.

The GEAR UP project goal is to increase students' academic performance and prepare them for college, and increase students' and their families' knowledge of college options, preparation, and financing. Services include tutoring, academic counseling, mentoring, career exploration, field trips to colleges, and information about applying to college and financial aid. Scholars Project students are eligible to earn a scholarship. Students receive the GEAR UP scholarship for meeting benchmarks during their six years of participation.

The Higher Education Coordinating Board: The Higher Education Coordinating Board is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers the state's student financial assistance programs. We are dedicated to helping students succeed.